**Staff Senate Meeting Minutes**

**Monday, September 13, 2011**

**Raburn Conference Room**

The regular meeting of the Staff Senate was called to order at 10:00 am on June 14, 2011. The meeting was conducted in the Raburn Conference Room.

Members Present Were: Ethan Humphres, Jim Eubanks, Martha Frances Graham, James Burton, Keith Fields, Susan Freeman, Louise Huddleston, Randall Phifer, Amanda Sharp, George Sherrill, Melody Stewart, Melissa Thornton, Peggy Wingo, and Cindy Wood.

Absent: Anita Holcombe

1. **Approval of Minutes from the May 9th meeting.**

All present accepted and approved the minutes as presented. A motion to accept the minutes was made by Amanda Sharp and seconded by Randall Phifer. Motion passed.

1. **Approval of Agenda**

All present accepted the agenda as presented. A motion to accept the agenda was made by Jim Eubanks and seconded by Susan Freeman. Motion passed.

1. **Discussion**
   1. Mark Linder and Alan Meddars came to discuss a possible campus-wide forum to give updates to the faculty/staff about Division I. They also gave us a brief update on how things were progressing in regards to the move to Division I.
      1. They are currently working on putting together an advisory council of 25-35 people that will raise $25,000 each. Some of these people will be at the corporate sponsor level. This group of people will work for 7-8 years and they are from all over the country. Currently they have 17 members.
      2. They hope to have ½ million committed by December 1, 2011.
      3. OVC committee members came to tour campus and ask questions. The presidents of the OVC have a meeting in October so we could possibly hear something about our application by then.
   2. Motion was made by Jim Eubanks that Staff Senate would inform staff about this campus meeting as an information item only. Agreeing to inform campus of this meeting does not mean that Staff Senate is endorsing a position on Division I. This was seconded by Amanda Sharp. Motion passed.
2. **Reports**
   1. Staff Senate President’s Report
      1. The renovation of Rivers is complete and came in under budget.
      2. The budget was approved with a line item specifically for beginning to move staff to their midpoints.
   2. Staff Senate Executive Committee
      1. Met with the president and he said that we should be looking for the new five year plan and that he will want our input on it.
   3. CS is leaving the Math department and will be combined with CIS.
   4. Kilby Committee
      1. The committee met last week and will meet on the 21st. They are working on taking steps to make Kilby better. They are looking into grant opportunities.
   5. Shared Governance Executive Committee
      1. They would like to have faculty senate and staff senate keep up with changes to the faculty and staff handbooks.
      2. The Thanksgiving break proposal was voted down.
   6. Student Government Association
      1. The SGA is working on trying to get a daycare started on campus.
3. Unfinished Business
   1. Staff Recognition Ad Hoc Committee. The survey has been completed and we are ready to develop a true committee to begin looking at how to implement this. Jim Eubanks made the motion that we dissolve the ad hoc committee and go through Shared Governance to create a real committee. The motion was seconded by Randal Phifer. Motion passed.
   2. Advocacy and Equity in the University Compensation Program. This will remain a goal until we are sure that this is moving forward.
4. New Business
   1. New Graphics Standards Policy Proposal
      1. This new policy lays out rules that each department, club, etc. must follow in order for their logo to be official.
      2. If the rules are not followed it will not be an official logo.
      3. Questions were raised about how to enforce this policy and what the consequences would be if the policy was not followed.
      4. Jim Eubanks made the motion to accept this policy adding the recommendation of addressing the consequences and penalties more thoroughly. The motion was seconded by James Burton. Motion passed.
   2. Ad Hoc/Subcommittee on Staff Senate bylaw review
      1. Amanda Sharp, Ethan Humphres, and Jim Eubanks will start the process of looking at the bylaws and report back to Staff Senate.
   3. Ad Hoc/Subcommittee on Shared Governance committee review
      1. Instead of making this an ad hoc committee Cindy Wood suggested that this be done by e-business a few items at a time. We will begin this process after the beginning of the fiscal year.
5. Discussion
   1. Joan Smith and Catherine White are going to meet to discuss possible opportunities for professional development. If you have any suggestions send them to Ethan Humphres or Joan Smith.
   2. The idea of a having an annual staff senate meeting that the entire staff was invited to was discussed. This would help support our goal of increasing communication on campus.
6. **Announcements**
   1. Future 2011 Meeting Dates

October 10, 2011

November 14, 2011

December 12, 2011

1. **Adjournment**

Motion to adjourn was made by Amanda Sharp. The meeting was adjourned at 11:40 a.m.

Respectfully submitted,

Martha Frances Graham